

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 26, 2019

Closing Date: December 6, 2019

**Administrative Specialist I (Pay Grade 7)
Criminal Division, Felony Trial Unit
Kent County**

Job Responsibilities and Duties: This Administrative Specialist is assigned to provide secretarial support to Deputy Attorneys General in the very fast-paced working environment of Felony Trial Unit, Criminal Division, in Kent County. Duties include, but are not limited to, preparing indictments and discovery, responding to phone calls regarding pending cases and completing other administrative tasks as required. This Administrative Specialist sets up files, runs criminal record checks, and manages busy calendars. There can be typing of briefs, preparation of pleadings and other legal correspondence. Extra duties can be assigned as needed by the Deputy Attorneys General when preparing for trial. This Unit is within a very fast-paced working environment. This secretarial position also participates in the rotation schedule of the main Criminal Division Receptionist phones when needed.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word and DELJIS (training is available for DELJIS). Must be able to multi-task with a high volume of work demands. Must have the ability to interact professionally with members of the public, including victims and witnesses. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov
OR Fax to: 302-577-5866. EOE.**